



American Real Estate and Services  
(A.R.E.A.S.)

**At MIPIM Asia 2006**

# **EXHIBITOR MANUAL**

**September 27-29, 2006**  
**Hong Kong Convention and Exhibition Center**



**American Real Estate and Services (A.R.E.A.S.)  
September 27-29, 2006  
Hong Kong Convention and Exhibition Center, Hall 2**

Welcome to AREAS at MIPIM ASIA 2006 – The world’s property market in Asia Pacific.

This manual has been designed to simplify your preparations for the Exhibition. Careful study of the contents will help you to enjoy a smooth build up.

Exhibitors are only authorized to exhibit products for which they are a manufacturer, agent, distributor or dealer. If there is any conflict we will try to settle matters quickly and fairly for those concerned.

Please note that unless otherwise specified, the “Organizer” referred to in this Exhibitor Manual is MIPIM Asia’s organizer, Reed MIDEM. U.S. Commercial Service Hong Kong (CSHK) is the sub-contractor organizer of AREAS at MIPIM Asia. Insurance for this event is provided through Reed MIDEM. All claims should be handled directly with the insurance provider (Reed MIDEM) and not the American Consulate General Hong Kong, nor the U.S. Commercial Service.

Exhibitors at AREAS SHOULD FOLLOW THE RULES AND REGULATIONS SET OUT BY Reed MIDEM.

If you have questions relating to anything in this manual please contact **Ms. Elanna Tam** of U.S. Commercial Service at Phone: (852) 2521-5950; Fax: (852) 2845-9800 or email: [elanna.tam@mail.doc.gov](mailto:elanna.tam@mail.doc.gov).

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## USEFUL CONTACT DETAILS FOR AREAS

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## TIME-TABLE OF ON-SITE OPERATIONS

### A. Set Up

Build-up Period	Date	Time
Official Contractor move in	September 24	6:00 PM
Completion of Official Booth by	September 25	9:00 AM
Completion of Exhibits move in by	September 25	5:00 PM
Registration of exhibitors/booth interior dressing and positioning of exhibits by exhibitors from	September 26	2:00 PM
All booths to be dressed and exhibits ready for viewing by	September 26	6:00 PM
Final hall cleaning commences at	September 26	8:00 PM

**\*\*Remarks: No construction work will be allowed on September 26 from 4:00 PM to 7:00 PM**

### B. Breakdown

Breakdown Period	Date	Time
Disconnection/Cut-off of all utilities; Distribution of packing materials; and Collection of rental items at	September 29	6:15 PM
Commencement of booth dismantling at	September 30	8:00 AM
All exhibits and booth-fitting materials must be cleared by	September 30	4:00 PM

Note:

- The Exhibition Hall will be opened for booth building and dismantling purposes from 8:00 AM to 10:00 PM daily during the build-up and breakdown periods. Exhibitors who must stay later should obtain written permission from Reed MIDEM; prior to Mid-day on the day late working is required, for security and hall lighting to be arranged. No working is permitted between 12:00 AM and 8:00 AM.
- A representative of the Exhibiting Company is requested to be present at the Exhibition Center on **September 26** to facilitate any last minute requirements.
- All utility services to booths will be cut off 15 minutes after the closure on the Open days and at 6:15 PM on **September 29** when the Exhibition ends.
- On closing night, **September 29**, the hall will remain open until 10:00 PM for the removal of hand-carried goods. We strongly recommend that at least one member of your staff should be on your booth at that time to ensure the safety of your displays whilst dismantling is taking place.
- On the exhibition days (**September 27-29**), exhibitors are permitted to come in at 9:00 AM to service their booth and replenish stocks. For security reason, exhibitors cannot remain in the exhibition hall after the exhibition closes.
- The above schedule is correct at the time of printing. An updated copy will be available from the office of Reed MIDEM during the build-up period.

## 1. GENERAL INFORMATION

### 1.1 THE EXHIBITION

MIPIIM Asia 2006 – the world’s property market in Asia Pacific. AREAS is the U.S.A. Pavilion and events at MIPIIM Asia 2006.

### 1.2 VENUE

Hong Kong Convention and Exhibition Centre, Phase I  
Hall 2, Level 5  
1 Expo Drive, Wanchai, Hong Kong

### 1.3 DATES AND OPENING HOURS

<b>MIPIIM Asia Events</b>	<b>Date</b>	<b>Time</b>
Opening Keynote	Tuesday, Sep 26	5:00 PM to 6:00 PM
Conference	Wednesday, Sep 27	9:30 AM to 5:45 PM
	Thursday, Sep 28	9:30 AM to 5:45 PM
	Friday, Sep 29	9:30 AM to 3:30 PM
Pre-Opening (Badge Pick Up)	Tuesday, Sep 26	2:00 PM to 7:00 PM
Exhibition Opening Hours	Wednesday, Sep 27	9:30 AM to 6:00 PM
	Thursday, Sep 29	9:30 AM to 6:00 PM
	Friday, Sep 29	9:30 AM to 6:00 PM
 <b>AREAS Events</b>	 <b>Date</b>	 <b>Time</b>
Conference	Wednesday, Sep 27	8:45 AM to 5:30 PM
Venue: Meeting Rooms 311-312 HKCEC	Thursday, Sep 28	8:45 AM to 5:30 PM

**Please refer to conference program of AREAS for more details.**

### 1.4 ORGANIZERS

Organizer of MIPIIM Asia: Reed MIDEM

Co-organizer of MIPIIM Asia: Reed Exhibitions Hong Kong

Organizer of AREAS, the U.S.A Pavilion:

U.S. Commercial Service, Hong Kong (stated as “CSHK” in this Exhibitor Manual)

## 1.5 VISITOR ADMISSION

The Exhibition is open to Trade visitors by invitation only. Admission Fee will be charged for visiting the exhibition.

No visitors will be admitted half an hour prior to show closure on each open day.

Minors under the age of 18 years old will not be admitted to the Exhibition premises at any time. This regulation is enforced for both security and safety reasons and applies to all stages of build-up, open days and breakdown.

## 1.6 EXHIBITOR'S ACCESS TO HALLS

Exhibitor badge can be collected from on-site office of Reed MIDEM and are meant for the staff manning your booth during the exhibition. They must not be given to your contractors or suppliers. For security reasons, all exhibitors are requested to wear their Badges at all times while in the Exhibition Hall.

## 1.7 CONTRACTOR'S ACCESS TO HALLS

Exhibitors are free to appoint a contractor of their choice to design, upgrade or build their stand. All contractors are required to register with Reed MIDEM one month before arriving on site, by completing the **Form 6**. All contractors, other than the Official Contractor, are required to sign an undertaking guaranteeing their observance of regulations laid down by Reed MIDEM before Admission Badges are issued to them. Contractor Badges issued to the contractors and their workmen are only valid during the build up and breakdown days for the purpose of construction and dismantling.

Where a contractor has a valid reason to be present during the exhibition period (e.g., for maintenance or remedial purposes), special passes will be issued on application to the office of Reed MIDEM. Please note that Contractors must make their own application. Exhibitors are requested not to apply for these passes on their behalf. Only limited passes will be issued to the contractors based on the area of the Booths they are constructing.

Six (6) Badges for Exhibitor's own contractor will be issued for every 12 sq.m. of construction, up to a maximum of 50 Badges per contractor. Additional and/or lost badges can be requested/replaced at HK\$15 each. The badges will only be valid during Build-up and Breakdown.

## 1.8 TRANSPORTATION

Public car parking is available at the Convention Center. Taxi service, public buses, cross-harbour ferries and mass transit railways are available between the Exhibition Hall and most parts of Hong Kong Island and Kowloon.

## 1.9 SECURITY

In case of theft, Reed MIDEM have engaged an alert and efficient Security force from HKCEC, which will do their best to ensure the safety of your exhibits. You are insured through Reed MIDEM against theft under the conditions described under paragraph 2.3 below. Nevertheless, you must be particularly careful to pack light, portable and attractive exhibits immediately after the close of the Exhibition. It is at this time that there is the greatest risk of theft. Please be sure to see that your Booth and Kiosk is not left unattended until all portable items have been secured.

In addition, the Exhibitor or its representative must:

- a) Lodge a written complaint within 48 hours with the local authority and ask for acknowledgement of the complaint made either to the office of the Police situated within the HKCEC, or to the Hong Kong Police authorities.
- b) Give the original of the complaint to Technical Department of Reed MIDEM (To Be Defined)

LOOK OUT! Theft are insured under terms and conditions of the insurance policy ONLY when the exhibitor or its staff is always watching their stand during official opening hours of the exhibition; official build-up and breakdown period of the stand.

For other damages (fire, water, damage, explosion), the Exhibitor or its representative must:

- a) Contact the Exhibition Operations Department of Reed MIDEM in order to certify the damage.
- b) Send a registered letter to the Exhibition Operations Department of Reed MIDEM giving the exact date, stating the circumstances and approximate damage. The Exhibition Operations Department of Reed MIDEM will forward this letter to the Insurance Company.
- c) Take all necessary measures to keep objects, which have been partially or totally damaged.
- d) Take any steps required by the laws and regulations in force to maintain recourse against third parties.

The Exhibitors undertake to waive any faculty or recourses against Reed MIDEM, CSHK, the other exhibitors and HKCEC.

## 1.10 CATERING

Food and beverage outlets are available within the exhibition area for exhibitors and visitors. The Hong Kong Convention and Exhibition Center (Management) Limited has to meet certain statutory responsibilities for any food and beverage services under the relevant government license, therefore, the Convention Center Management shall not permit any food and beverage items to be brought into the Center at any time by outside parties.

## 1.11 COMMUNICATIONS

Public telephones are situated at the entrance of the Exhibition Hall. Exhibitor may also hire temporary booth telephone and facsimile line for their booths. Please submit your requirements on **FORM 8**.

## 1.12 BOOTH AND KIOSK SPECIFICATIONS

### **Standard booth**

The Standard booth package (Octanorm System) is a 3m-by-3m (9sqm) standard stand and it includes the following items:

- a) Aluminum standard booth with wall partitions of 1m wide by 2.5m height
- b) Wooden fascia (white) with inkjet graphic backdrop (300mmH) and name of Exhibitor in English, stand number on all aisle faces and country name
- c) Carpeting
- d) 1 x Information counter (1mLX0.5mDX825mmH) with digital print graphics on front.
- e) 4 x Black labofa chairs
- f) 2 x 100W Spotlights
- g) 1 x 13Amp/220v power socket for machinery (500w max for electrical appliance only, not for lighting)
- h) 1 x White round table
- i) 1 x Wastepaper basket

### **Kiosk**

The kiosk package (Octanorm System) includes the following items:

- a) Aluminum kiosk with back wall partitions of 1m wide by 2.5m height
- b) 1 x White system-made lockable cupboard with a laminated wooden wedge-shape table top (size: approx. 1.2mL x 0.7mD x 1mH)
- c) 1 x Partition walls (0.5mL x 2.5mH, 2.5mm thickness) at the back of cupboard with company name and sticker graphics
- d) Carpeting
- e) 1 x White partition wall (1mL x 2.5mH) for exhibitor's posters
- f) 2 x Bar stools
- g) 1 x 13Amp/220v power socket for machinery (500w max for electrical appliance only, not for lighting)
- h) 2 x 100w long-armed spotlights
- i) 1 x Wastepaper basket

### 1.13 CUSTOMER TRACKING SYSTEM

A Customer Tracking System is in place and exhibitor can order a barcode scanner to capture visitors' records when the bar codes on the badges are being scanned. With this feature, you simply concentrate on building business relations and let the Customer Tracking System keep track of your potential customers. Your list of visitors and their details can be downloaded from special terminals set up at the Exhibition Hall. At the end of the Exhibition, a full list of the visitors to your booth will be sent to you 2 weeks later. Please refer to **FORM 9** for rental details.

### 1.14 EXHIBITION HALL SPECIFICATIONS

Location	:	Hong Kong Convention and Exhibition Center Phase I, Hall 2, Level 5, 1 Expo Drive, Wanchai, HK
Floor Loading	:	1785 kgs per sq. meter (365 lbs per sq. feet)
Floor Finish	:	Concrete
Ceiling height	:	10.5m (34.6') maximum
Freight entrance	:	5.5m W x 4.3m H
Freight/Cargo lift entrance	:	2.5m W x 3m H (7 tonne freight lift) 4.5m W x 4.5m H (45 tonne container lift)
Freight/Cargo lift capacity	:	Eight 7 tonne freight lifts (2.44mW x 2.92mH x 4.17mD) Two 45 tonne container lifts (4.5mW x 4.5mH x 16.08mD)
Ventilation	:	Central air-conditioning system
Electrical supply	:	220V 50Hz Single Phase 380V 50 Hz Three Phase + Neutral + Earth A Fluctuation of $\pm 6\%$ can be expected.
General lighting	:	Approximately 400 lux

## **2. RULES AND REGULATIONS**

### **2.1 OBSERVATION OF RULES AND REGULATIONS**

All Exhibitors and their personnel must observe the Rules and Regulations stated in this Exhibitor Manual under Sections 2 and 3, and issued with Reed MIDEM Exhibition Participation Agreement (reverse of Contract), while working or present in the Exhibition Hall.

### **2.2 SAFETY AND BEHAVIOUR**

No person participating in the Exhibition is to behave or act in a manner, which may cause harm, injury or damage to other persons or exhibits, nor to Exhibition Hall property and fixtures.

### **2.3 INSURANCE**

Reed MIDEM, the organizer of MIPIM Asia has arranged on behalf of the Exhibitors coverage on:

#### **a) Legal Liability Towards Third Parties**

This insurance policy covers any risk of accident liable to occur to Visitors or adjoining Exhibitors during the operation of a machine or because of the collapse of part of the stand installation, etc. A copy of this policy is available from Reed MIDEM.

The guarantee is limited to a maximum of 4,573,470.50 Euros for bodily damage and catastrophic damage and to a maximum of 1,524,490.20 Euros for consequential material and non-material damage.

#### **b) Theft and Damage**

This insurance policy is intended to cover the risks to which Exhibitors' objects, goods and equipment are exposed, whether they are owners or renters. A copy of this policy is available from Reed MIDEM.

The capital covered will be 560.25 Euros per square meter of the rented surface area. Beyond this amount of capital and/or for damages and risks, which are not covered, the exhibitors have the opportunity to subscribe to an additional "Damage" insurance policy under the conditions shown on the complementary insurance form and/or to arrange their own additional coverage.

#### **c) Extent of Damage insurance**

Damage insurance especially covers fire, explosions, theft, water damage and accidental property damage occurring while property is present on the exhibitor's stand.

Deductible: 152.45 Euros per event payable by exhibitors.

**d) Main exclusions of Damage Insurance:**

In no event will the following be covered:

i) Damage to the following property:

- Cash and liquid assets
- Fine art and collection object, jewellery and furs
- Removable software and software package. As far as other software packages are concerned, the Insurer's cover-age shall only be acquired in so far as the insured Exhibitor has kept a back-up and will be limited to the cost reproducing that backup.
- Personal effects and objects, including mobile telephones, cameras, radios, pocket electronic calculators and all objects in general belonging specifically to any individual taking part directly or indirectly in the event.
- Telephone sets connected to the telephone network.

ii) The following risks:

- Damage that may, in the view of and assessor, be the consequence of wear or failure to maintain the insured property.
- Damage that can be ascribed to operation of the equipment.
- Damage sustained by insured property during its transport, including during loading and unloading operations.
- Damage caused by rain, hail or any other atmospheric event where the insured property is not a room built and roofed with solid building materials.
- Damage resulting from the action of electricity (voltage, voltage surge, short-circuits, etc.)
- Withering of flowers, plants and trees of any kind as well as non-accidental damage they may sustain.
- Items noted to be missing at the end of the event.
- Thefts committed by the Insured person, his or her spouse, parents and descendant as covered by article 311-12 of the new Criminal Code, his or her officers or any person entrusted by the Insured Person with surveillance of the said property.
- Breakage of objects considered to be fragile (expert if the complementary insurance coverage have been subscribed to).
- Damages resulting from natural disasters
- Damages resulting from terrorist attempts or acts

For full information on all exclusions, consult the insurance policy available from Reed MIDEM.

**e) Duration of insurance**

The Insurer's coverage is valid for the duration of occupation of the stand authorized by the Reed MIDEM.

## **f) Exhibitor's Obligations**

Caution: Risk of theft is covered on formal condition that during the hours of opening to the public and/or exhibitors, as well as during the period of installation and removal, the stand is constantly protected by the Exhibitor and/or his personnel.

## **2.4 MANNING AND CONDUCT OF BOOTH OPERATION**

Your Booth or Kiosk must be fully staffed and operational throughout the open hours of the Exhibition. This includes the final day of the event. Exhibits may not be dismantled or packed before the show closes.

All activities of the Exhibitor and his staff must be confined to the Booth or site allocated. Exhibitors must not participate in any activity which causes, or is likely to causes, annoyance to visitors or other exhibitors. No advertising or canvassing for business may take place elsewhere in the Exhibition Hall, nor may staff recruiting be carried out during the Exhibition, other than the search for local agents for the sale of their products.

## **2.5 PAYMENT FOR STANDARD BOOTH OR KIOSK**

No exhibitor may begin booth construction or move his exhibits into the hall or surrounding area until full payment, including deposits, has been received by CSHK and paid to Reed MIDEM.

## **2.6 PRESENTATION, DEMONSTRATIONS OF WORKING EXHIBITS**

An exhibitor intending to demonstrate working machinery or equipment on his Booth or Kiosk must:

- a) Provide Reed MIDEM with full details in writing of any working exhibits, involving moving parts, inflammable materials, laser or other dangers and obtain approval prior to the Exhibition.
- b) Give proper consideration to the conditions under which the exhibits will be demonstrated and restrict the demonstration strictly to the actual booth area.
- c) No flashing lights are permitted, unless they form an integral part of an exhibit.
- d) Securely install all operating machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the gangway or otherwise prove hazardous to visitors.
- e) Adequately guard all moving parts of machinery to prevent injury to all persons, whether visitor, staff or contractor.
- f) Isolate starting devices to prevent operation by visitors or other unauthorized persons.
- g) Arrange for the exhaust to the outside of the Exhibition Hall of toxic fumes or other irritants caused by the demonstrations or exhibits.
- h) Make sure that no gas or arc welding is carried out in the Exhibition Hall.
- i) Remember that the use of naked flame is not permitted in the Exhibition Hall.

- j) Ensure that sound levels cause no interference with, nor annoyance to visitors or other Exhibitors. Where a high level of noise or other objectionable factor is involved, demonstrations may only take place at the times as stipulated by Reed MIDEM who reserves the right to reduce the sound level or switch off audio/visual displays causing problems. The decision of Reed MIDEM is final in any dispute arising.

## **2.7 IN-HALL FREIGHT HANDLING**

For insurance reasons and to ensure proper control and co-ordination of site movements, only the Official Freight Forwarder is permitted to work in-hall and operate lifting equipment. Any freight forwarder may deliver to the proper designated loading/unloading bays, but they must hand over to the Official Freight Forwarder for delivery to the booth, unless the consignment can be carried by one man, without mechanical equipment, such as sack-barrows, hard-wheel trolleys, pallet trucks or crane. This regulation will be strictly enforced.

If the exhibit is particularly sensitive, the freight forwarder making the delivery to the Hall may appoint a supervisor to accompany and advise the Official Freight Forwarder on handling. Details of exhibits must be submitted to the Official Freight Forwarder by the deadline date stipulated. The exhibitor will then be informed of the date and time his exhibits are to be delivered to the Hall.

Only the Official Freight Forwarder is permitted to work in-hall and operate lifting equipment. No other forwarding, lifting and handling contractor will be allowed to work in the Exhibition Hall. This regulation will be strictly enforced and is necessary for reasons of insurance and control.

Failure to notify requirements and to observe instructions will inevitably lead to costly delays on site as pre-booked requested must take priority.

## **2.8 STORAGE AND WASTE MATERIALS**

Reed MIDEM and CSHK are unable to provide storage facilities on site for packing cases, surplus materials, and other property of the Exhibitor. Prior arrangements for safe-keeping of such items must be made with the Official Freight Forwarder. Goods must not be stored in service spaces behind or between Booths and/or walls, nor in adjacent areas.

During the moving-in of exhibits, the construction of booths and unpacking of exhibits, the aisles in the Exhibition Areas **MUST NOT** be obstructed with packing materials, construction materials or debris. At the end of each day, Exhibitors are responsible for seeing that their contractors remove "off cuts" and unwanted materials from the Exhibition Hall. Painting is not permitted and sawing can only be carried out in designated areas to avoid sawdust entering the air-conditioning system.

Exhibitors are requested to place their packing waste in the aisle, for removal by the cleaners. Reed MIDEM reserves the right to invoice Exhibitors for the removal of **EXCESSIVE** packing materials and discarded crates or cartons.

## **2.9 USE OF SPREADER PLATES**

Spreader plates will only be necessary if exhibits exceed 1700 kgs per sq. meter (350 lbs per sq. ft.). These spreaders must be arranged in advance with the Official Freight Forwarder.

## **2.10 LOCAL DELIVERY**

Exhibits should not be sent to the Exhibition Hall until the booth is sufficiently progressed to receive them. The Exhibitor and/or his representative must be present at the booth to accept delivery. Reed MIDEM will not accept responsibility for any delivery on behalf of an Exhibitor, nor will Reed MIDEM and CSHK be responsible for the safe-keeping of such items after delivery.

Local exhibitors may arrange delivery of their hand-carried items. However, if you have heavier exhibits requiring to be lifted by lift jack or forklift or crane we strongly advise you to make arrangements with the Official Freight Forwarder, as the Exhibition Hall loading/unloading bays will be heavily engaged with freight activities during the build up and breakdown period. Vehicles at these loading/unloading bays will be under the supervision and direction of the Official Freight Forwarder and the Exhibition Security Officers.

## **2.11 DELIVERY AND REMOVAL OF EXHIBITS**

Only personal property and hand-carried exhibits may be removed from the Exhibition Hall after the Show closes on the final day of the exhibition.

During the open days of the Exhibition, stores may only be delivered before opening hours (i.e. 9:00 am – 9:30 am) in the morning.

All Exhibitors and Contractors removing exhibits, equipment or materials during and after the Exhibition are required to hand a GOODS REMOVAL PASS to the gate security officers before leaving the Exhibition Site. These Passes are obtainable from the on-site office of Reed MIDEM.

## **2.12 STANDARD BOOTH & KIOSK FITTING REGULATIONS**

The following regulations must be observed when preparing a booth or kiosk presentation:

- a) No additional booth-fitting or display may be attached to the standard booth or kiosk structure. No nailing nor drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the Official Contractor.
- b) No painting or wallpapering on the standard booth or kiosk panels will be allowed. Exhibitors who wish to have the panels painted must inform the Official Contractor who will provide a quotation for the requirements.

- c) No free-standing fitment may exceed a height of 2.44 meters from Hall floor level or extend beyond the boundaries of the site allocated. This includes company names, towers, balloons and logos provided by the Exhibitor.
- d) Any change in colour or type of fascia and floor covering must be carried out by the Official Contractor, after discussion with Reed MIDEM and CSHK. Changes will be at the expense of the exhibitor.
- e) An Exhibitor occupying a corner booth will have an additional open side with a fascia, complete with company name, booth number and show logo at no additional cost. If you require a side wall, please submit your written application to CSHK **by latest August 14, 2006**.
- f) No financial credit will be given by CSHK for any standard booth or kiosk items not utilized.

### 2.13 ELECTRICAL SUPPLY

General hall lighting of approximately 400 lux will be provided by Reed MIDEM. The standard supplies of electrical voltage available of use on Booths at the Exhibition are:

- AC 50Hz 380V Three Phase + Neutral + Earth  $\pm 6\%$
- AC 50Hz 220V Single Phase  $\pm 6\%$

Exhibitors requiring electrical supply of 380V – 50Hz for their exhibits should apply under section C of **FORM 3**.

A Fluctuation of approximately  $\pm 6\%$  is possible. **EXHIBITORS WHOSE EQUIPMENT IS PARTICULARLY SENSITIVE SHOULD ARRANGE FOR STABILISERS.**

Electrical Supply to booths and kiosks will not be available until 9:00 am on September 26, 2006 and will be switched off at source 15 minutes after the Exhibition closes each evening. On the final day of the Exhibition, electricity will be cut off 15 minutes after the Exhibition closes.

Please note that power supply for booth lighting is provided for Standard Booths and Kiosks within the package. All Exhibitors must order electrical supply for exhibits, with a special note of any 24-hour supply needed.

Exhibitors requiring electrical supply at times other than those stated should make prior application to CSHK in writing 7 weeks before the Exhibition opening date. Any cost involved must be borne by the Exhibitor. It is essential that you submit this information in good time as it may not be possible to meet late orders.

## 2.14 ELECTRICAL SERVICES

For safety reasons and for protection of the sophisticated electrical installation system of the Center, all power main installations from source to outlet (standard booths and kiosks) must only be carried out by the Official Electrical Contractor.

A quotation will be provided on application for any unlisted fittings or installations, including step up or step down transformer. Any changes in position of service points on site will be treated as new orders and charged unless the electrician is notified before installation.

In certain circumstances it may be necessary to locate an electrical Distribution Board (DB) on the wall of an exhibitor's booth. Whenever possible, this will be avoided.

Please check that your equipment is able to operate on the electrical specifications stated in the section 2.13. You may bring with you any transformer, adaptor or regulator.

Connection of exhibits in booths may be carried out either by the Official Electrical Contractor or by the Exhibitor's technician. But, connections must be inspected by the Official Contractor before circuits will be made live, only the Official Contractor can connect the supply from source.

Each electrical supply provided is intended for one exhibit, equipment or machine on display. Multipoint socket outlets may not be used.

No electrical installation and fitting may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure.

Reed MIDEM reserves the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Engineers, is dangerous or likely to cause annoyance to visitors or other Exhibitors.

**NOTE: Please place orders early as electrical plans have to be submitted to the Center Facility Section for approval three weeks prior to the first build up day.**

## 2.15 INDUSTRIAL GAS

The use of industrial gases of an inflammable or toxic nature for demonstration purposes will not be permitted within the Exhibition Hall.

## 2.16 FURNITURE

A full range of items is available on hire from the Official Contractor. Please submit your requirements on **FORM 2**. When the Show closes on the final day, please check that nothing is left inside drawers or cupboards when the contractor collects rental furniture.

## **2.17 BOOTH CLEANING**

Reed MIDEM will arrange for the general cleaning of the exhibition premises and booths (excluding exhibits and displays) prior to the opening of the Exhibition and daily thereafter. It is the responsibility of all Exhibitors to keep their own booths tidy.

Exhibitors who, because of working exhibits, are likely to have substantial quantities of waste materials for removal, either during or at the end of each day, must inform CSHK and Reed MIDEM in advance so that necessary arrangements may be made, any costs incurred will be borne by the exhibitor.

## **2.18 PHOTOGRAPHY**

Commercial photographers representing the appropriate Media or individual visitors to the Exhibition may wish to photograph your stand or an individual exhibit, which you are showing. Please note that you have the right to request any such person not to carry out photography without your specific permission.

A general photograph taken along the length of the aisle would not require specific permission, whilst “head on” photograph or a “close up” of any of your exhibits lies within your jurisdiction. Exhibitors wishing to restrict photography for any reason should place a notice to that effect adjacent to the exhibit and are advised to hire a security guard at their expense to enforce it.

## **2.19 PERFORMANCE OF MUSIC AT THE EXHIBITION**

Any musical performance including the use of music recording for demonstration or as background music, music videos and/or karaoke videos requires the permission of the following parties. All fees and expenses incurred in applying such licenses should be borne by the Exhibitor concerned. Further clarification and copyright permits can be obtained from:

- a) Phonographic Performance (South East Asia) Ltd.  
Room 3705, 37/F Hopewell Center  
183 Queen’s Road East  
Wanchai, Hong Kong  
Tel: (852) 2866-6862  
Fax: (852) 2866-6869  
Email: [ppseal@ifpi-asia.com.hk](mailto:ppseal@ifpi-asia.com.hk)
- b) The Composers and Authors Society of Hong Kong Ltd. (CASH)  
18/F Universal Trade Center  
Arbuthnot Road  
Central, Hong Kong  
Tel: (852) 2846-3268  
Fax: (852) 2845-3261  
Email: [licensing@cash.org.hk](mailto:licensing@cash.org.hk)

## **2.20 PUBLIC ADDRESS SYSTEM**

The Public Address System in the Exhibition Hall is for use by Reed MIDEM and the Hall Authorities for official announcements ONLY. Paging for exhibitors or visitors cannot be carried out.

## **2.21 FIRE PRECAUTIONS**

Exhibitors who, because of the nature of their exhibits, require a special type of fire extinguisher, must make arrangements, at their own cost, for the provision of such equipment. Reed MIDEM will assist and advise if required.

Any person seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and make every endeavor to extinguish the outbreak or to confine it by the use of extinguishers and/or removal of goods in the vicinity.

## **2.22 DILAPIDATION**

Reed MIDEM in conjunction with the Landlord, will inspect the halls before build up and after breakdown of the Exhibition. Exhibitors are responsible for the cost of making good or replacing any damages or dilapidation to the Exhibition premises, whether caused by themselves, their agents, contractors or any person or persons employed or engaged on their behalf by such agents or contractors.

Exhibitors occupying Standard Booths or Kiosk are also responsible for the cost of making good, restoring or renewing any damage or dilapidation to their Standard Booths or Kiosk structures, floor covering, light fittings, or any part thereof, whether caused by themselves, their agents, contractors or any person or persons employed or engaged on their behalf by such agents or contractors. The cost of making good any damage will be assessed by the Official Booth-fitting Contractor and charged to the exhibitor concerned.

## **2.23 FORCE MAJEURE**

The Exhibition may be postponed, shortened or extended, due to any cause whatsoever beyond the control of Reed MIDEM. Reed MIDEM and CSHK shall not be responsible for any loss sustained by Exhibitors, directly or indirectly, attributable to the elements of nature, force majeure or orders and directives imposed by any Governmental Authority. In the event of such circumstances, the money paid by the Exhibitors, or any part thereof, is refundable at the sole discretion of Reed MIDEM.

## **2.24 AUTHORITY ON THE PREMISES**

Reed MIDEM shall be responsible for and be entitled to act as the owners of the premises throughout the whole period of the event. THE DECISION OF REED MIDEM IN ANY PROBLEM OR DISPUTE WILL BE FINAL.

## **2.25 HAND-OVER OF HALL**

The Whole hall must be handed back promptly at 4:00 PM on Saturday, September 30, 2006 to make way for a subsequent event. Official Contractor and Freight Forwarder must clear the hall by these times. Any items remaining will be disposed of by fastest means possible.

### 3. ORDER FORMS

#### **General Notes and Conditions**

1. Please return forms together with your remittance report to contractors directly.
2. Please pay directly to the contractors. No order will be taken into consideration if total payment is not included. Orders are only valid when accompanied with full remittance. Payment methods include bank draft, telegraphic transfer, credit card and cash are acceptable. Different contractors will accept different payment methods, please refer to the order form for your reference.
3. All orders must be accompanied by dimensional drawings indicating the exact locations of each type of the services required. Any changes in position of service points on site will be treated as new orders.
4. Reed MIDEM will do their best to maintain rates and prices quoted, however, there is a possibility that there could be some changes.
5. We cannot guarantee provision of orders received after the deadline dates. In addition, a 20% surcharge will be levied for late orders. On-site orders will be surcharged at 30%.
6. Please retain a photocopy of each form to enable queries to be settled quickly and for the checking of your invoices.
7. Please pay attention to the deadline stated on top of each order form.

## FORMS DEADLINE CHECKLIST FOR EXHIBITOR

### A. Compulsory Form to Fill In

Form No.	Subject	Deadline	Return To*
1	Fascia Name for Standard Booth and Kiosk	Aug 14, 06	CS
3a	Services Location Plan	Aug 21, 06	UP

### B. Optional Form to Fill In

Form No.	Subject	Deadline	Return To*
2	Furniture (Rental)	Aug 21, 06	UP
3	Electrical Service (Rental)/Water Supply & Drainage	Aug 21, 06	UP
4	Audio/Visual Equipment (Rental)	Sep 1, 06	AV
5	Freight Instructions	As Required	RW
6	Registration of Contractor	Aug 28, 06	RX
7	Temporary Booth Personnel	Aug 1, 06	TS
8	Temporary Telephone/Facsimile Services (Rental)	Aug 21, 06	UP
9	Barcode Scanner (Rental)	Aug 28, 06	RX
10	Exhibition Stand Catering Service	Sep 15, 06	CE
11	Floral Arrangements	Sep 15, 06	UP
12	Mobile Phone Rental	Sep 15, 06	TT

- Note:
1. Exhibitors are requested to return all order forms to the relevant addresses by the deadline indicated above.
  2. To expedite matters, please also enclose all necessary payments, samples, plans and other relevant materials to the appropriate party.
  3. Exhibitors who sign up after the deadline stipulated are requested to submit all forms immediately.

**\*RETURN ADDRESS IS CLEARLY PRINTED ON THE TOP OF EACH ORDER FORM**

CS	U.S. Commercial Service
RX	Reed Exhibitions Ltd.
UP	Uniplan Hong Kong Ltd.
AV	AV Promotions Ltd.
CE	Hong Kong Convention and Exhibition Center
TT	Trident Telecom Ventures Ltd.
TS	Team Spirit
RW	Rogers Worldwide



**FORM 1**

**FASCIA NAME FOR STANDARD BOOTH / KIOSK**

**Form to be returned before August 14, 2006**  
**To: Ms. Elanna Tam, Commercial Specialist**  
**U.S. Commercial Service**  
 Fax: (852) 2845-9800 or Email: elanna.tam@mail.doc.gov

A) **FASCIA:** Enter below the name, which you require, on the Fascia.

English Alphabet: This will be provided in upper case, standard 80mm High (4 inches) English alphabet (maximum 20 letters).

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

B) **Color & Lighting Fixture of Standard Booth and Kiosk**

Company name in red on inkjet graphic background fascia board. The perspective, a side and elevation view of Standard Booth and Kiosk are shown on the following pages.

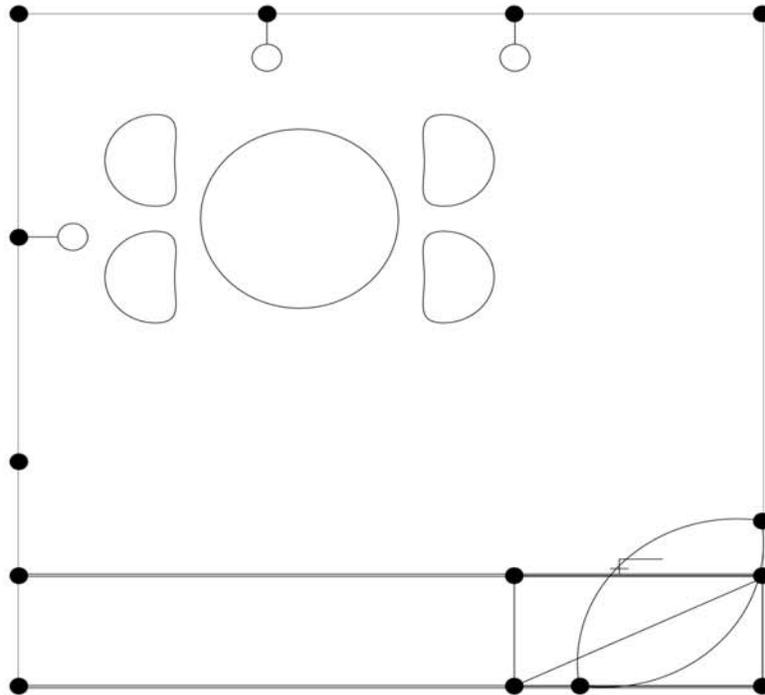
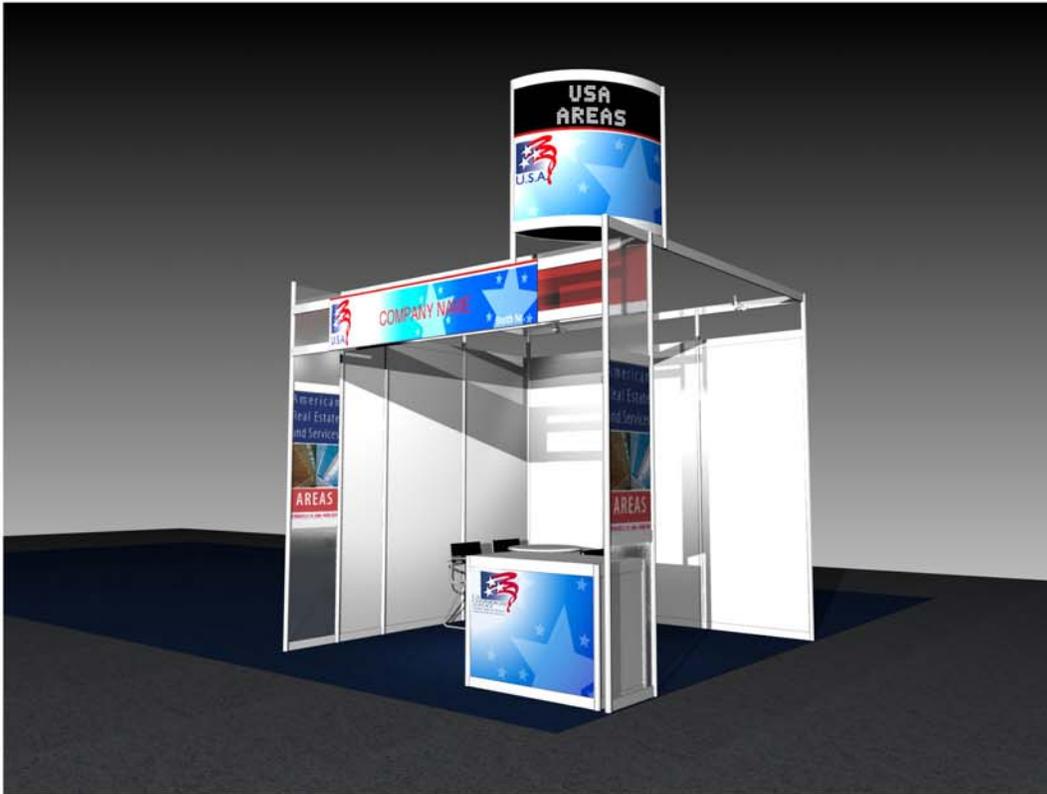
Company \_\_\_\_\_ Booth/Kiosk Number \_\_\_\_\_

Name / Title \_\_\_\_\_

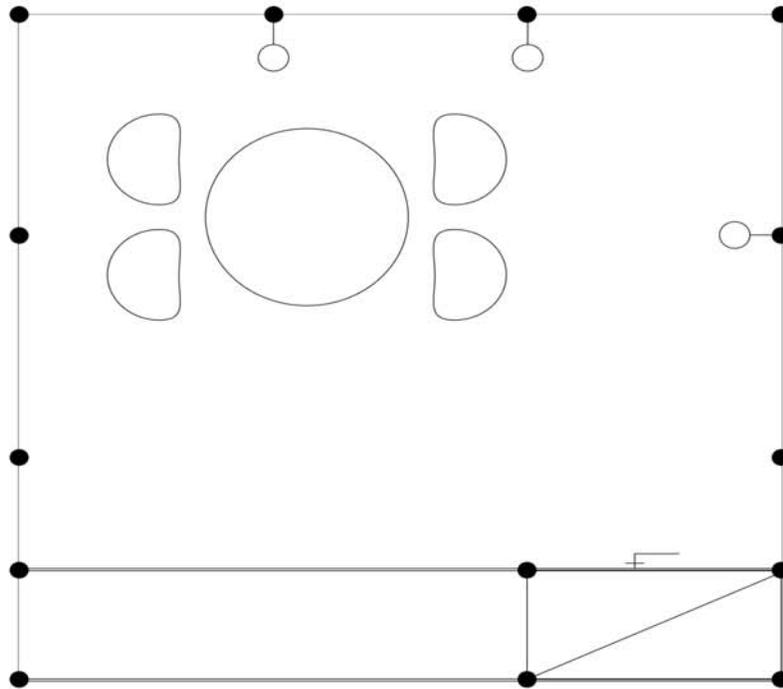
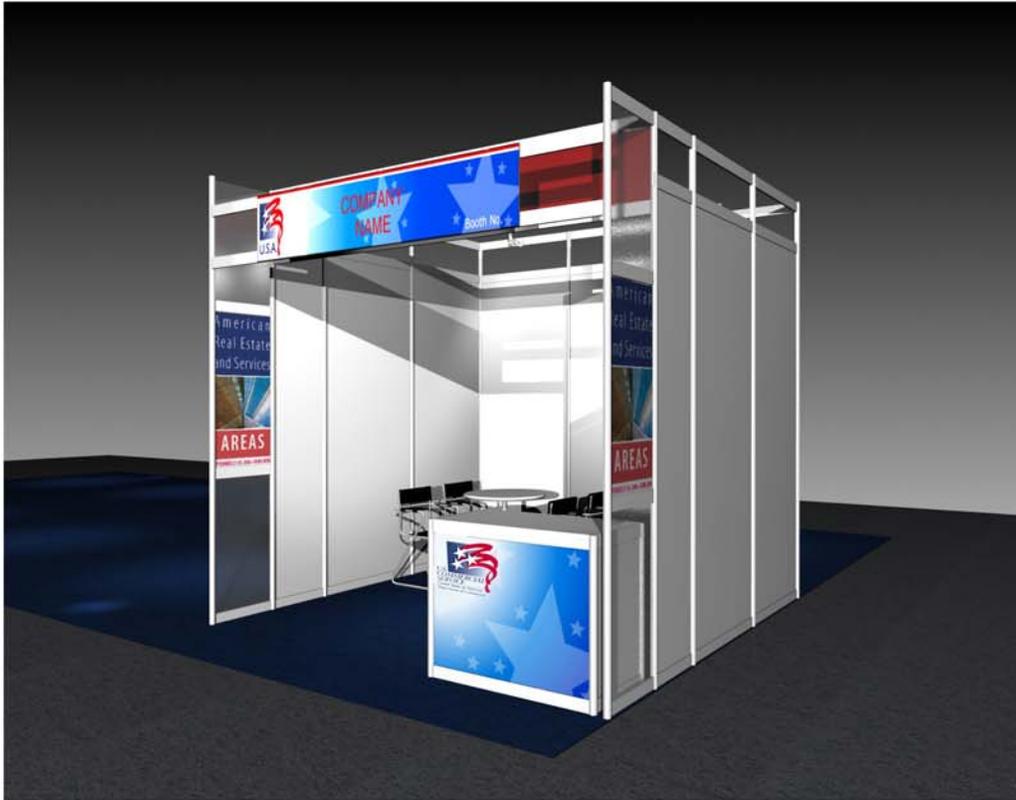
Address \_\_\_\_\_

Zip Code, City \_\_\_\_\_ Country \_\_\_\_\_

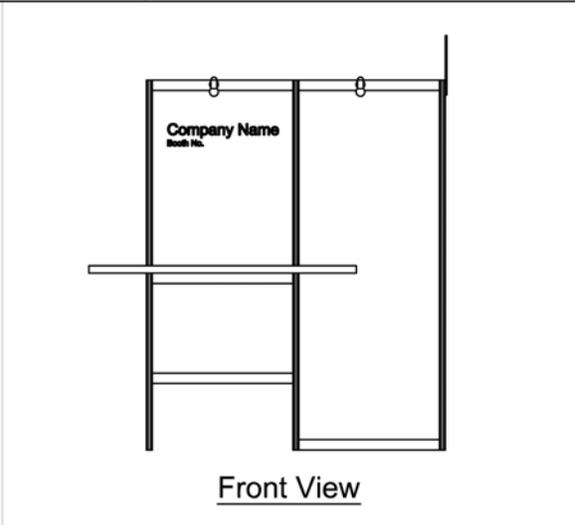
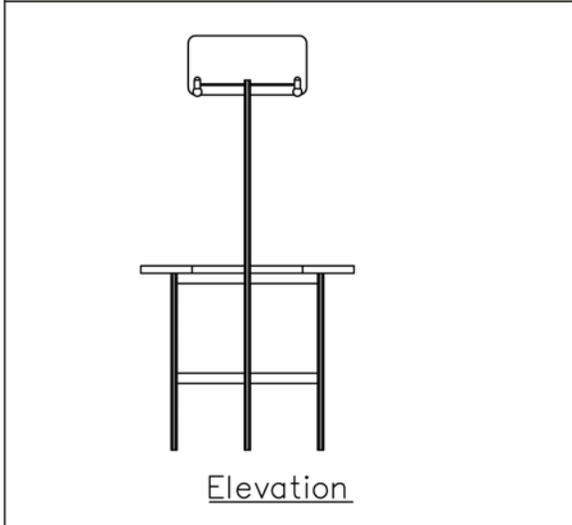
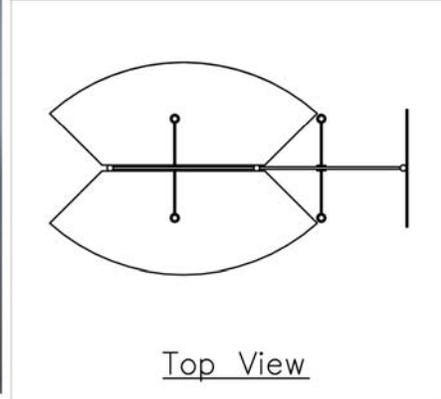
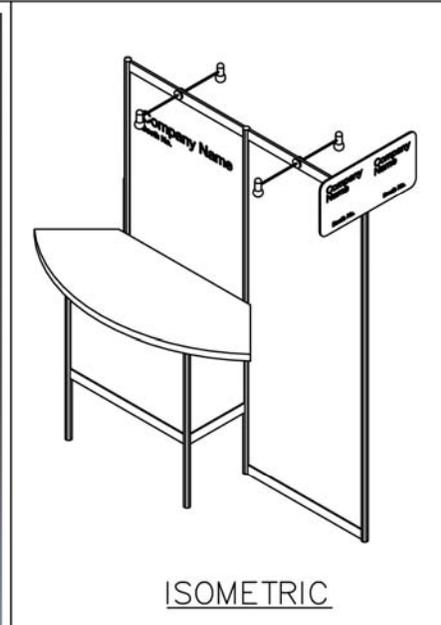
Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_



US Pavilion Corner Booth



US Pavilion | side open



**FORM 2**

**ADDITIONAL FURNITURE / ELECTRICAL SERVICES (RENTAL)**

**Form to be returned before August 21, 2006**  
**To: Mr. Fred Szeto, UNIPLAN**  
 22/F, Neich Tower, 128 Gloucester Road, Wanchai, Hong Kong  
 Phone: (852) 2294-3614; Fax: (852) 2757-9019/2757-9207; Email: fredszero@uniplan.com.hk

Item	Unit Cost (USD)	QTY	Amount (USD)
Wooden Shelf (*Flat/Slope), 1mL x 0.3mD	19		
Glass Shelf, 1mL x 0.3mD	26		
Square table, 700mm x 700mm x 720mmH	40		
Round table	46		
Upgrade basic round table and labofa chairs to one round beech wood table and three beech wood chairs	90		
Black labofa chair	14		
Lockable cupboard, 1mL x 0.5mD x 845mmH	56		
Information counter, 1mL x 0.5mD x 845mmH	52		
Wall mounted catalogue holder (4xA4 size)	38		
Free-standing catalogue rack	46		
Lockable folding door, 1mL	64		
Lockable swinging door, 1mL	80		
White partition wall, 1mL x 2.5mH	39		
100w spotlight	42		
100w longarm spotlight	47		
70w HQI Metal Halide	100		
500w square pin power socket for electrical appliance	59		
Full-color company logo on fascia board (single side), approx 10cm x 10cm	25		
Single-color sticker on booth panel, 1mW x 2.5mH	38		
Full-color inkjet digital print poster on booth panel (based with foamboard), 1mW x 2.5mH (graphic artwork will be provided by exhibitor)	155		
		<b>Total:</b>	<b>USD</b>

Payment methods: (All bank charges will be borne by the payer)

Remittance to the following bank account:  
 Account Name: UNIPLAN HONG KONG LIMITED  
 Account Number: USD: 567-214283-274  
 Bank Name: Hongkong and Shanghai Banking Corporation  
 Bank Address: 1 Queen's Road, Central, Hong Kong  
 Swift Code: HSBCHKHHHKH

Cheque payment to UNIPLAN HONG KONG LIMITED.  
 Mailing address: 22/F Neich Tower, 128 Gloucester Road, Wanchai, HK

Conditions:

1. Additional order is confirmed ONLY by full payment submitted before the order submission deadline.
2. Cancellation of order is only accepted in writing before the order submission deadline. A 30% cancellation service charge will be deducted from the requested item(s).
3. Cancellation of order is NOT accepted after the order submission deadline.
4. 30% surcharge will be imposed to all late orders and on-site orders.
5. Basic table upgrade offer and graphical orders are not available after 21 August 2006.
6. Exchange Rate: USD1.00 = HKD7.80

**Please fax us your remittance report (with the show name and booth number marked) to (852) 2757-9019 for our record.**

Company \_\_\_\_\_ Booth/Kiosk Number \_\_\_\_\_  
 Name / Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 Zip Code, City \_\_\_\_\_ Country \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_



FSSS01 FSFS01

Slope shelf / Flat shelf  
1000 x 300mm



FNTW03

Square table, white top  
700 x 700 x 720mm(H)



FNRT02

Round table, white top  
Ø 80cm



FNCB01

Labofa chair, black



FSLC01

Lockable cupboard  
1000 x 500 x 825mm (H)



FSIC01

Information counter  
1000 x 500 x 825mm (H)



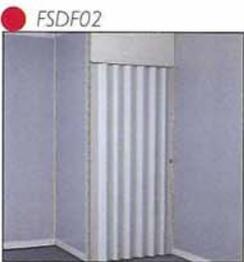
FSLR01

Literature rack (A4)



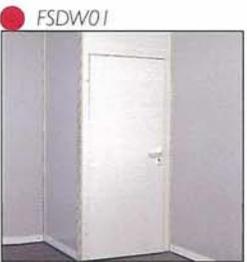
FNLR02

Free-standing catalog rack



FSDFO2

Folding door



FSDWO1

Swing Door



100w spotlight



100w long-arm  
spotlight



500w square pin  
socket



70w HQI Light



**FORM 3**

**WATER SUPPLY AND DRAINAGE**

**Form to be returned before August 21, 2006**  
 To: **Mr. Fred Szeto**  
**UNIPLAN**  
 22/F, Neich Tower, 128 Gloucester Road, Wanchai, Hong Kong  
 Phone: (852) 2294-3614; Fax: (852) 2757-9019/2757-9207; Email: fredszteto@uniplan.com.hk

**B) Water Supply and Drainage**

Item	Service	Price (USD)	QTY	Amount (USD)
01	Water inlet pipe with tap/stopcock and drainage up to 20 m in length inclusive of consumption (excluding sink)	590		
02	Per meter run of pipe above 20m	38		
			<b>Total:</b>	

**Remark: the price above does not include manpower cost & accessories to connect. The price of connection is USD141.00 per point**

**Remarks for Water Supply and Drainage:**

Inlet size: \_\_\_\_\_ Outlet size: \_\_\_\_\_

1. Please check that water and drainage can be provided at your booth location.
2. Exhibitors are responsible for providing adapters and/or connectors suitable for connection of water/drainage supplies to their own exhibits and for supervising connections. The Official Contractor will assist but only under the supervision of the Exhibitor's technical staff.
3. Exhibitors must provide their own special regulating units if they require very specific water temperature on water pressure.

**Note:** We cannot guarantee provision of orders received after the deadline dates. In addition, a 20% surcharge will be levied for late orders. On-site orders will be surcharged at 30%.

**Payment at order:** No order will be taken into consideration if total payment is not included.

I hereby pay \_\_\_\_\_

- By bank draft payable to **Uniplan Hong Kong Ltd.**
- By Telegraphic Transfer to the following bank account:

Payable to: **Uniplan Hong Kong Ltd.**

Bank details: Hong Kong and Shanghai Banking Corporation Ltd., 1 Queen's Road Central, Hong Kong

Account #: 567-214283-274 (USD) or 567-214283-001 (HKD)

Exchange Rate: USD1.00 = HKD7.80

**Please fax us your remittance report (with the show name and booth number marked) to (852) 2757-9019 for our record.**

Company \_\_\_\_\_ Booth/Kiosk Number \_\_\_\_\_

Name / Title \_\_\_\_\_

Address \_\_\_\_\_

Zip Code, City \_\_\_\_\_ Country \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

I confirm that I have read the general rental terms.

Date: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_

**FORM 3a**

**SERVICES LOCATION PLAN**

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**THIS FORM MUST BE COMPLETED AND RETURNED BY EVERY EXHIBITOR**

**Form to be returned before August 21, 2006**

To: **Mr. Fred Szeto**

**UNIPLAN**

22/F, Neich Tower, 128 Gloucester Road, Wanchai, Hong Kong

Phone: (852) 2294-3614; Fax: (852) 2757-9019/2757-9207; Email: fredszeto@uniplan.com.hk

**Important Note:**

1. Sketch the location of all utilities, such as power outlets, spotlights, water and compressed air set in the diagram of this form.
2. It is imperative that you complete this SERVICE LOCATION PLAN, as it will be used to install your requirements in the correct locations.
3. Should this form not be returned, services locations will be placed at discretion of our contractor and ANY RELOCATION WILL BE AT THE EXPENSE OF THE EXHIBITOR.
4. Please ensure that the positions of spotlights and fluorescent lights are located on the walls or fascia (Unless your booth has an interior structure to which they can be attached).
5. Any on-site relocation of electrical items and built-in facilities will be charged. For example, relocation of electrical item costs HK\$150/@.
6. Exchange Rate: USD1.00 = HKD7.80





**FORM 4**

**AUDIO / VISAL EQUIPMENT (RENTAL)**

**Form to be returned before September 1, 2006**  
 To: **Mr. Loretta Lau**  
**AV Promotions Ltd.**  
 6/F Leader Center, 37 Wong Chuk Hang Road, Aberdeen, Hong Kong  
 Phone: (852) 2527-0918; Fax: (852) 2527-7106; Email: lorettalau@avpromotions.com.hk

Item	Service	Unit Cost / Event (HKD)	QTY	Amount (HKD)
1	VHS / DVD Player	500		
2	VHS / DVD with 28" TV monitor	1,200		
3	VHS / DVD with 33" TV monitor	1,400		
4	42" Plasma display	3,000		
5	50" Plasma display	7,500		
			<b>Total:</b>	

Note:

1. Order **DOES NOT** include power point. Exhibitors will have to order electrical requirement from Official Contractor, using **FORM 3**.
2. We cannot guarantee provision of orders received after the deadline dates. In addition, a 20% surcharge will be levied for late orders. On-site orders will be surcharged at 30%.

Official Audio & Visual Supplier has a wide range of audio and visual equipment. Please contact them should you require other items not listed above.

**Payment at order:** No order will be taken into consideration if total payment is not included.

I hereby pay \_\_\_\_\_

By cheque payable to **AV Promotions Ltd.** Cheque #: \_\_\_\_\_

By Telegraphic Transfer to the following bank account:

Payable to: **AV Promotions Ltd.**  
 Bank details: Standard Chartered Bank, 828 Cheung Sha Wan Road, Hong Kong  
 Account #: 003-329-00206474  
 Swift Code: SCBL HK HH XXX  
 Exchange Rate: USD1.00 = HKD7.80

**Please fax us your remittance report (with the show name and booth number marked) to (852) 2527-7106 for our record.**

Company \_\_\_\_\_ Booth/Kiosk Number \_\_\_\_\_

Name / Title \_\_\_\_\_

Address \_\_\_\_\_

Zip Code, City \_\_\_\_\_ Country \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

I confirm that I have read the general rental terms.

Date: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_



**FORM 5**

**FREIGHT INSTRUCTIONS**

**Deadline as shown in the Shipping Instructions**  
 To: **Mr. Andy Li / Mr. Ronny Fan**  
**Rogers Worldwide (HK) Ltd.**  
 Unit A & D, 16/F Nathan Commercial Building, 430-436 Nathan Road, Kowloon, Hong Kong  
 Phone: (852) 2111-1151; Fax: (852) 2111-1150/52; Email: info@rogershk.com

The deadlines for shipment are as follow:

	<b>Documentation Deadline</b>	<b>Cargo Receiving Deadline</b>
<b>General Cargo</b>		
• Sea freight FCL & LCL	September 3, 2006	September 10-13, 2006
• Airfreight	September 10, 2006	September 17-20, 2006

Note:

1. Please follow the Shipping Information Instructions & Tariff provided by Rogers Worldwide (HK) Ltd.
2. All exhibitors must arrange their own comprehensive round-trip insurance cover for in transit to and from Hong Kong.
3. Exhibits that can be hand-carried by one person may be delivered to / removed from the Exhibition Halls by Exhibitors themselves. Anything that required mechanical assistance in-hall will have to be carried out by the Official Freight Forwarder.
4. It is essential that exhibitors make the Official Freight Forwarder aware of accurate weight and dimensions for their heavy exhibits as the floor loading varies depending on the location of stand within the hall.
5. **IMPORTANT:** All exhibits should be consigned to Rogers Worldwide (HK) Ltd. Please do not consign to the exhibition center.
6. If you wish to ship wine to the exhibitor hall, please note that corkage fee will be applied for all self-supplied wines by HKCEC. Corkage Fee of red/white wines will be charged at HK\$180 net per bottle (QT size) and champagne/spirits will be charged at HK\$300 net per bottle (QT size). 6 pieces of wine / champagne glasses will be provided for each bottle of wine with corkage charged. Waiter service will be charge at HK\$480 net per waiter for maximum 4 hours. Additional hour for waiter service will be charged at HK\$120 net per waiter per hour. Please contact organizer should this service is required.

Company \_\_\_\_\_ Booth/Kiosk Number \_\_\_\_\_

Name / Title \_\_\_\_\_

Address \_\_\_\_\_

Zip Code, City \_\_\_\_\_ Country \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

I confirm that I have read the general rental terms.

Date: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_



**FORM 6 REGISTRATION OF CONTRACTORS / BOOTH INTERIOR DECORATOR**

**Form to be returned before August 28, 2006**

To: **Ms. Janice Fong**  
**Reed Exhibitions Ltd.**  
Unit 3011, 30/F The Center, 99 Queen's Road Central, Hong Kong  
Phone: (852) 2965-1623; Fax: (852) 2824-0246/2824-0178; Email: Janice.fong@reedexpo.com.hk

If you are using your own contractor for booth construction and / or interior decoration other than the Official Contractor, please fill in the following details:

Company Name: _____
Address: _____
Contact Person: _____ Telephone: _____
Mobile: _____ Fax: _____ Email: _____
No. of working pass required (Please state quantity): _____
Move-in / Move-out: _____ Show Date: _____

**Important Note:**

1. Performance bond must be settled on or before August 28, 2006 by **credit card or cheque** in favour of **REED EXHIBITIONS LTD.**
2. Technical drawings of your special design booth with clear dimensions must be submitted to Reed MIDEM for approval by the deadline stated above (immediately, if you join the exhibition after the deadline).
3. All electrical requirements must be ordered from the Official Contractor. Please see **FORM 3.**
4. Please read the Booth-fitting Regulations in 2.12.
5. The above rules must be adhered to. Non-compliance may result in delay in your booth construction.

**Payment at order:** No order will be taken into consideration if total payment is not included.

I hereby pay the performance bond by:

- By cheque/bank draft payable to **Reed Exhibitions Ltd.** Cheque #: \_\_\_\_\_
- By Credit Card. Please provide credit card details for deposit payment:
- American Express     Visa     Master    Credit Card No.: \_\_\_\_\_
- Cardholder's name on credit card: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Company _____	Booth/Kiosk Number _____	
Name / Title _____		
Address _____		
Zip Code, City _____	Country _____	
Tel _____	Fax _____	Email _____

I confirm that I have read the general rental terms.

Date: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_



**FORM 7**

**TEMPORARY BOOTH PERSONNEL**

**Form to be returned before August 1, 2006**  
 To: **Ms. Wendy Yeow**  
**Team Spirit Human Resources Consultants**  
 Room 608 Capitol Center, 5-19 Jardine's Bazaar, Causeway Bay, Hong Kong  
 Phone: (852) 2881-0873; Fax: (852) 2890-9165; Email: teamspirit@hktrade.com

Category of Personnel	Rates per Day (HKD)	Language Spoken	No. of Personnel Required	Date	Time Schedule	Special Instruction
Booth Assistant	800	C & E				
	960	C, E & M				
Promotion Hostess	1,440	C, E & M				
Interpreter	2,000	C, E & M				
	2,160	E & X				
	2,560	C, E & X				

**Special Terms & Conditions:**

1. Abbreviation for languages: Cantonese, English, Mandarin, X=French, Spanish, Italian, Japanese & Korean.
2. **Quotations for Temporary staff with specific skills can be provided upon request.**
3. The standard working hours: 8 hours during Mon-Sat (inclusive of one hour lunch) and overtime is charged at the standard hourly rate.
4. Assignment on Sundays and Public holidays will be charged at the regular hourly rate.
5. Upon confirmation, clients are required to remit the Total Invoice amount in Hong Kong dollars by Telegraphic Transfer (TT) to our banker 8 weeks prior to the event. All bank charges relating to the TT will be handled by the client inclusive of the overseas / correspondence bank charges.
6. We do not accept credit care, local or overseas cheques. We would appreciate a copy of bank advice / statement to be faxed to our office for reference.
7. We cannot guarantee provision of orders received after the deadline dates. In addition, a 20% surcharge will be levied for late orders. On-site orders will be surcharged at 30%.

**Payment at order:** No order will be taken into consideration if total payment is not included.

I hereby pay \_\_\_\_\_  By Telegraphic Transfer to the following bank account:

Payable to: **Team Spirit Human Resources Consultants**  
 Bank details: Standard Chartered Bank, 1 Sugar Street, Causeway Bay, Hong Kong  
 Account #: 003-415-2-060773-0  
 Swift Code: SCBLHKHH  
 Exchange Rate: USD1.00 = HKD7.80

**Please fax us your remittance report (with the show name and booth number marked) to (852) 2890-9165 for our record.**

Company _____	Booth/Kiosk Number _____
Name / Title _____	
Address _____	
Zip Code, City _____	Country _____
Tel _____	Fax _____ Email _____

I confirm that I have read the general rental terms.

Date: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_



**FORM 8 TEMPORARY TELEPHONE/FACSIMILE SERVICE**

**Form to be returned before August 21, 2006**  
 To: **Mr. Fred Szeto**  
**UNIPLAN**  
 22/F, Neich Tower, 128 Gloucester Road, Wanchai, Hong Kong  
 Phone: (852) 2294-3614; Fax: (852) 2757-9019/2757-9207; Email: fredszeto@uniplan.com.hk

Service Item	Unit Cost / Event (HKD)	Deposit (HKD)	QTY	Amount (HKD)
Telephone Set (Local calls only)	1,200	---		
Telephone Set (Local & International)	1,500	2,500		
Facsimile Transmission Line (local & International)	1,500	2,500		
Direct Dial-up modem line (56K) – V.34 Standard local only (modem & access ID excluded)	1,500	---		
Broadband Internet Service (1.5Mbps)	3,000	4,000		
			<b>Total:</b>	

**Note:** We cannot guarantee provision of orders received after the deadline dates. In addition, a 20% surcharge will be levied for late orders. On-site orders will be surcharged at 30%.

**Payment at order:** No order will be taken into consideration if total payment is not included.

I hereby pay \_\_\_\_\_

By bank draft payable to **Uniplan Hong Kong Ltd.**

By Telegraphic Transfer to the following bank account:

Payable to: **Uniplan Hong Kong Ltd.**

Bank details: Hong Kong and Shanghai Banking Corporation Ltd., 1 Queen’s Road Central, Hong Kong

Account #: 567-214283-274 (USD) or 567-214283-001 (HKD)

Exchange Rate: USD1.00 = HKD7.80

**Please fax us your remittance report (with the show name and booth number marked) to (852) 2757-9019 for our record.**

Company _____	Booth/Kiosk Number _____
Name / Title _____	
Address _____	
Zip Code, City _____	Country _____
Tel _____	Fax _____ Email _____



**FORM 8 TEMPORARY TELEPHONE/FACSIMILE SERVICE**

**Form to be returned before August 21, 2006**  
To: **Mr. Fred Szeto**  
**UNIPLAN**  
22/F, Neich Tower, 128 Gloucester Road, Wanchai, Hong Kong  
Phone: (852) 2294-3614; Fax: (852) 2757-9019/2757-9207; Email: fredszeto@uniplan.com.hk

**General Rental Terms:**

1. **Local, IDD and facsimile lines:** Local, IDD and facsimile lines are on a PABX circuit (dial “9” to make an outgoing call, but direct-dial for incoming calls). If you need direct line, please contact Official Contractor immediately.
2. **Late order & on-site order:** Late order & on-site order received after deadline will be subject to 20% surcharge of listed rate whereas 30% for on-site order.
3. **Cancellation fee:** A Cancellation fee of 30% of the rental fee will be charged for cancellation of each line canceled after **August 31, 2006**.
4. **Deposit:** The refundable deposit is required as a guarantee for the safekeeping of the instrument and to cover the cost of outgoing calls. Call charges are excluded for telephones with IDD service, overseas facsimile transactions and data communication calls. All IDD call charges plus handling fee (min. HK\$20 per call) will be deducted from the deposit paid, or any excess will be settled by the user before the close of the event.
5. **Lost and/or damage:** A charge of HK\$600 will be imposed for lost and/or damaged telephone sets. Deposit against the damage and/or loss of Interface modem is HK\$4,000.
6. **Collection & return:** Telephone set can be collected on-site at the HKCEC service counter. Telephone services will be terminated one hour before the close of the Exhibition on the last open day (September 29) and telephone set must be returned to the HKCEC service counter on the same day.
7. **24 hours supply:** 24 hours power supply is advised to order for facsimile line.
8. **Broadband internet service:**
  - a. One broadband line supports one computer only.
  - b. System requirement of clients’ IBM compatible PC or Notebook computer:
    - Pentium II 400 Mhz or above; 10/100M Ethernet LAN Card
    - 64MB Ram or above; 100 MB of free hard disk space
    - CD-Rom drive; OS MS Windows 98 or Windows 2000
    - Internet Browser (Internet Explorer 5.0 or Netscape)
    - May need to delete the “Gateway” and “IP Address” parameters in network setting of clients’ PC
  - c. The service does not support the Mac Computer
9. **Exchange Rate: USD1.00 = HKD7.80**

I confirm that I have read the general rental terms.

Date: \_\_\_\_\_

Signature and Stamp: \_\_\_\_\_





FORM 10

EXHIBITION STAND CATERING SERVICES



展覽會餐飲訂購表格  
EXHIBITION STAND CATERING ORDER FORM

價錢適用於二零零六年一月一日  
至二零零六年十二月三十一日  
Prices are valid from 1 Jan 2006 to  
31 Dec 2006

請填寫本表格並於展覽舉行前十個工作天寄回本中心。逾時遞交之表格，將不獲保證其送貨時間。  
PLEASE RETURN THIS FORM TO US AT LEAST 10 WORKING DAYS BEFORE THE SHOW STARTS. LATE ORDERS WILL NOT BE GIVEN A GUARANTEED DELIVERY TIME.

公司名稱 Company Name: \_\_\_\_\_ 聯絡人 Contact Person: \_\_\_\_\_

地址 Address: \_\_\_\_\_

電話 Tel: \_\_\_\_\_ 傳真 Fax: \_\_\_\_\_

展覽名稱 Exhibition Name: \_\_\_\_\_ 展覽廳 Hall No.: \_\_\_\_\_

攤位編號 Stand No.: \_\_\_\_\_ 送貨日期 Delivery Date(s): \_\_\_\_\_ 送貨時間 Delivery Time: \_\_\_\_\_

項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL
<b>食品 FOOD</b>			
凍小食 Cold Canapés 每打 @ doz	145		
<input type="checkbox"/> 煙三文魚 Smoked Salmon			
<input type="checkbox"/> 蛋及魚子醬 Egg and Caviar			
<input type="checkbox"/> 龍蝦及芒果 Lobster and Mango			
<input type="checkbox"/> 意大利風乾牛肉及木瓜			
<input type="checkbox"/> Italian Air Dried Beef and Papaya			
<input type="checkbox"/> 鮑魚及蘆筍 Abalone and Asparagus			
熱小食 Hot Savoury 每打 @ doz	135		
<input type="checkbox"/> 羅蘭士餅 Quiche Lorraine			
<input type="checkbox"/> 迷你薄餅 Mini Pizza			
<input type="checkbox"/> 迷你腸仔卷 Mini Sausage Roll			
<input type="checkbox"/> 蔬菜咖哩角 Vegetable Samosa			
<input type="checkbox"/> 炸魚條配蕃茄辣汁 Golden Fried Fish Fingers with Spicy Tomato Dip			
雞絲滾三文治 Assorted Finger Sandwiches 每打 @ doz	145		
雞絲開面三文治 Assorted Open Face Sandwiches @ doz	220		
雞絲丹麥餅 Assorted Danish Pastries 每打 @ doz	160		
雞絲曲奇餅 Assorted Cookies 每打 @ doz	50		
每次送貨將供應即棄餐具 Disposable ware will be provided for each order			
<b>其他飲食供應 PROVISIONS</b>			
咖啡 (約五杯) Coffee in Thermo pot (5 cups) 每套 @ set	100		
不含咖啡因咖啡附一壺熱水 (五小包) Decaffeinated Coffee with (5 sachets) Hot water in pot 每套 @ set	100		
錫蘭紅茶 (約五杯) Ceylon Tea in Thermo pot (5 cups) 每套 @ set	100		
每套茶或咖啡將供應五份咖啡奶，十份糖，五隻耐熱膠杯及攪拌棒 5 portion coffee milk, 10 portion sugar, 5 paper cups and stirrers will be provided for each pot			
咖啡機(附蒸餾水) Coffee Machine (with distilled water) - 36.5 厘米高, 23.5 厘米闊, 32 厘米深 Sized 36.5cm(H) x 23.5cm (W) x 32cm(D)	800		
- 50 粒咖啡/特濃咖啡囊 50 Regular Coffee / Espresso Capsules			
*青樓付可退還之訂金港幣五千元 Refundable deposit of HK\$5,000 is required	5,000		
凡訂購五十粒咖啡/特濃咖啡囊，將供應五十份咖啡奶， 一百份糖，五十隻耐熱膠杯及攪拌棒 50 portion coffee milk, 100 portion sugar, 50 paper cups and stirrers will be provided for each order			
咖啡/特濃咖啡囊(不包括咖啡機) 50 Regular Coffee / Espresso Capsules (not including Coffee Machine)	800		
咖啡奶 Coffee Milk 每10包 @ 10 pkts	40		
糖 Portion Sugar 每盒 @ pkt	30		
薯片 Potato Chips 每包 @ pkt	10		
冰粒 Ice Cubes 每包3公斤 3kg @ bag	15		

項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL
<b>餐酒 WINE</b>			
香檳 House Champagne 每瓶 @ bot	530		
紅葡萄酒 House Red Wine 每瓶 @ bot	238		
白葡萄酒 House White Wine 每瓶 @ bot	238		
凡訂購香檳或餐酒一瓶，將供應6隻塑膠杯 6 plastic cups will be provided for each bottle of champagne or wine			
<b>礦泉水、汽水及啤酒 MINERALS, SOFT DRINKS &amp; BEERS</b>			
蒸餾水樽每套包括 Distilled Water Package to include:	400		
- 蒸餾水機一部 1 Water Dispenser			
- 18公升蒸餾水一支 18 Litres Distilled Water			
- 200隻紙杯 200 paper cups			
*青樓付可退還之訂金港幣四千元 Refundable deposit of HK\$4,000 is required	4,000		
18公升蒸餾水 18 Litres Distilled Water 每支 each	140		
(不包括蒸餾水機) (not including dispenser)			
50隻紙杯 50 paper cups 每套 @ set	30		
250隻紙杯 250 paper cones 每套 @ set	30		
伊雲礦泉水 Evian 每半打 @ 1/2 doz	100		
法國有汽礦泉水 Perrier 每半打 @ 1/2 doz	100		
蒸餾水 Distilled Water 每半打 @ 1/2 doz	72		
可口可樂 Coca Cola 每半打 @ 1/2 doz	72		
健怡可樂 Coke Light 每半打 @ 1/2 doz	72		
七喜 7 UP 每半打 @ 1/2 doz	72		
橙汁 Orange Juice 每半打 @ 1/2 doz	72		
蘋果汁 Apple Juice 每半打 @ 1/2 doz	72		
蕃茄汁 Tomato Juice 每半打 @ 1/2 doz	72		
喜力啤酒 Heineken 每半打 @ 1/2 doz	168		
加士伯啤酒 Carlsberg 每半打 @ 1/2 doz	120		
生力啤酒 San Miguel 每半打 @ 1/2 doz	120		
凡訂購礦泉水、汽水或啤酒半打，將供應6隻紙杯 6 paper cups will be provided for 1/2 doz of minerals, soft drinks or beers			

項目 ITEMS	港幣 HK\$	數量 QTY	總額 TOTAL
<b>租用餐具及器皿 EQUIPMENT HIRE</b>			
香檳杯 Champagne Glass 每6隻 6 pcs	55		
白酒杯 White Wine Glass 每6隻 6 pcs	55		
紅酒杯 Red Wine Glass 每6隻 6 pcs	55		
水杯 Hi-ball Glass 每6隻 6 pcs	55		
咖啡杯及碟 Coffee Cup & Saucer 每6套 6 sets	96		
甜品碟 Dessert Plate 每6隻 6 pcs	75		
甜品叉 Dessert Fork 每6隻 6 pcs	65		
茶匙 Tea Spoon 每6隻 6 pcs	65		
開瓶器 Bottle Opener 每隻 1 pc	30		
冰桶 Ice Bucket 每個 1 pc	200		
租金總值 (以每個展覽會作計算單位) TOTAL HIRE VALUE (per event):			
青樓付相等於租金總值之可退還訂金 Added Refundable Deposit Equals to Total Hire Value:			
總訂購金額 TOTAL ORDER VALUE:			
另加--送貨服務費 10% DELIVERY CHARGE:			
可退還之訂金總值* TOTAL REFUNDABLE DEPOSIT*			
應付總額 TOTAL PAYABLE:			
*請注意：已送出之食物或飲品，恕不退款。 * Please note that we are unable to refund any unused products after delivery.			

**FORM 10**

**EXHIBITION STAND CATERING SERVICE**

**Form to be returned before September 15, 2006**

To: **Food and Beverage Department**  
**Hong Kong Convention and Exhibition Center**  
 1 Expo Drive, Wanchai, Hong Kong  
 Phone: (852) 2582-8888 ext 7873; Fax: (852) 2802-0177

**付款方法**  
**PAYMENT METHODS**

本港客戶可以支票或信用卡付款。

Hong Kong customers may pay by cheque or with credit card.

支票抬頭請寫“香港會議展覽中心(管理)有限公司”並郵寄回香港灣仔博覽道一號，香港會議展覽中心飲食部收。  
 Cheque should be crossed and made payable to "Hong Kong Convention and Exhibition Centre (Management) Ltd." and mailed to Hong Kong Convention and Exhibition Centre, Food & Beverage Department, 1 Expo Drive, Wanchai, Hong Kong.

海外客戶可以信用卡授權方式付款。

Overseas customers may pay with credit card.

本人 \_\_\_\_\_ 茲授權香港會議展覽中心以下述之信用卡作為租用餐具及器皿費用 / 飲食費用，總值為港幣 \_\_\_\_\_ 正。  
 I, \_\_\_\_\_ authorise the Hong Kong Convention and Exhibition Centre to use the following credit card for the settlement of equipment rental / food and beverage consumption in the amount of HK\$ \_\_\_\_\_.

公司名稱: \_\_\_\_\_  
 Company Name: \_\_\_\_\_

展覽名稱: \_\_\_\_\_  
 Exhibition Name: \_\_\_\_\_

展覽日期: \_\_\_\_\_  
 Exhibition Period: \_\_\_\_\_

請選擇付款之信用卡:

Please select the credit card for payment:

美國運通信用卡/萬事達卡/VISA信用卡/大來信用卡  
 American Express / Mastercard / Visa / Diners

持咭人  
 Cardholder's

信用卡號碼: \_\_\_\_\_ 簽署: \_\_\_\_\_  
 Credit Card No.: \_\_\_\_\_ Signature: \_\_\_\_\_

姓名: \_\_\_\_\_ 有效日期至: \_\_\_\_\_  
 Name: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

地址: \_\_\_\_\_ 電話: \_\_\_\_\_  
 Address: \_\_\_\_\_ Tel: \_\_\_\_\_

公司專用/授權號碼: Internal Use Only / Authorisation Code:	經手人: Handled by:
收據編號: Receipt No.:	日期: Date:

**即場訂購**  
**On-Site Order**

即場訂購須於送貨前24小時落單。  
 On-site orders must be made 24 hours before delivery.

顧客可以現金或信用卡付款。  
 Customers may pay in cash or with credit card.

展覽館內之餐廳及小食亭開放時間: 中午12時至晚上6時 (展覽期內)  
 Opening hours of Cafeteria / Snack Bar inside the exhibition hall: 1200 - 1800 hours (during show days)

每張訂購表格最低消費為港幣300元正。(於送貨前24小時內取消訂單，需繳付總值之50%作為手續費。)  
 The minimum order for each delivery is HK\$300. Should you need to cancel the order less than 24 hours prior to the delivery, a cancellation charge of 50% of the total bill will apply.

請填寫以下空格  
 Please fill in the blanks:

- 所有租用器皿及用具須於 \_\_\_\_\_ (時間) \_\_\_\_\_ (日期) 收回。  
 All service equipment will be collected at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

- 所有瓷罈、玻璃器皿及餐具須於 \_\_\_\_\_ (時間) \_\_\_\_\_ (日期) 收回。  
 All chinaware, glassware and cutlery will be collected at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

- 參展商接收所有器具、瓷罈、玻璃器皿及餐具時，須檢查並簽收本中心之交貨票據作實。如遇有缺貨或損壞，參展商應於交貨票據上列明及簽署。  
 When the service equipment, chinaware, glassware and cutlery are delivered, the exhibitor shall inspect them and sign and return the HKCEC's delivery note. In the event of any shortage or damage, the exhibitor shall endorse the note accordingly.

- 租用之器具、瓷罈、玻璃器皿及餐具如有損壞或未能於該展覽完畢前交還，參展商須根據本中心之“餐具及器皿賠償價目表”作出賠償 (顧客可於收貨時索取有關價目表作參考)。  
 If service equipment, chinaware, glassware or cutlery are damaged or not returned at the end of the event, the exhibitor shall indemnify any damage or loss incurred according to the HKCEC Replacement Price List which can be provided upon delivery.

- 請向飲食部索取有關條款及細則，以作參考。  
 Terms and conditions are available on request.

本餐用訂購表格以英文為準。  
 In case of discrepancy between the English and Chinese version, English is the overriding version.

**FORM 11**

**FLORAL ARRANGEMENTS**



No.	Item	Unit Cost (HKD)	QTY	Amount (HKD)
 <p>A-1</p>	Standard reception table floral arrangement (Round table style)	400		
 <p>B-1</p>	Superior reception table floral arrangement (Straight up Style)	550		
 <p>B-2</p>	Superior reception table floral arrangement (Long table style)	550		
 <p>B-3</p>	Superior reception table floral arrangement (Straight up style)	550		
 <p>B-4</p>	Superior reception table floral arrangement (Straight up style)	550		
 <p>B-5</p>	Superior reception table floral arrangement (Round table style)	550		
 <p>B-6</p>	Superior reception table floral arrangement (Straight up style)	550		

**FORM 11**

**FLORAL ARRANGEMENTS**

**Form to be returned before September 15, 2006**

To: **Mr. Fred Szeto**

**UNIPLAN**

22/F, Neich Tower, 128 Gloucester Road, Wanchai, Hong Kong

Phone: (852) 2294-3614; Fax: (852) 2757-9019/2757-9207; Email: fredszeto@uniplan.com.hk

No.	Item	Unit Cost (HKD)	QTY	Amount (HKD)
C-1 	Deluxe reception table floral arrangement (Round table style)	630		
C-2 	Deluxe reception table floral arrangement (Round table style)	630		
C-3 	Deluxe reception table floral arrangement (Straight up style)	630		
C-4 	Deluxe reception table floral arrangement (Round table style)	630		
C-5 	Deluxe reception table floral arrangement (Straight up style)	630		
C-6 	Deluxe reception table floral arrangement (Straight up style)	630		

**Total:**

Remarks:

1. The flower maybe different from the pictures due to the seasonal flowers, if so, then will use the similar colour or type of flowers to replace instead.
2. No exchange or refund on the item.



**FORM 11**

**FLORAL ARRANGEMENTS**

**Form to be returned before September 15, 2006**  
 To: **Mr. Fred Szeto**  
**UNIPLAN**  
 22/F, Neich Tower, 128 Gloucester Road, Wanchai, Hong Kong  
 Phone: (852) 2294-3614; Fax: (852) 2757-9019/2757-9207; Email: fredszteto@uniplan.com.hk

**Note:** We cannot guarantee provision of orders received after the deadline dates. In addition, a 20% surcharge will be levied for late orders. On-site orders will be surcharged at 30%.

**Payment at order:** No order will be taken into consideration if total payment is not included.

I hereby pay \_\_\_\_\_

By bank draft payable to **Uniplan Hong Kong Ltd.**

By Telegraphic Transfer to the following bank account:

Payable to: **Uniplan Hong Kong Ltd.**

Bank details: Hong Kong and Shanghai Banking Corporation Ltd., 1 Queen's Road Central, Hong Kong

Account #: 567-214283-274 (USD) or 567-214283-001 (HKD)

Exchange Rate: USD1.00 = HKD7.80

Please fax us your remittance report (with the show name and booth number marked) to (852) 2757-9019 for our record.

Company \_\_\_\_\_ Booth/Kiosk Number \_\_\_\_\_  
 Name / Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 Zip Code, City \_\_\_\_\_ Country \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

I confirm that I have read the remarks.

Date: \_\_\_\_\_ Signature and Stamp: \_\_\_\_\_

**FORM 12**

**MOBILE PHONE RENTAL**

**Form to be returned before September 15, 2006**

To: **Ms. Carol Lee**

**Trident Telecom Ventures Ltd.**

Unit 1004, 10/F AXA Center, 151 Gloucester Road, Wanchai, Hong Kong

Phone: (852) 2121-1801; Fax: (852) 2121-1810; Email: reservation@ttv.com.hk

**Order Your Local Mobile Phone Number and Services Now**

Our Official Mobile Phone Service Provider Trident Telecom Ventures Limited (Trident), will fax or email you your local phone number one week before your arrival date in Hong Kong indicated below.

**Trident Mobile Phone Service Package**

Please complete the order form and fax to (852) 2121-1810 for prompt reservation. Payment should be settled upon delivery in Hong Kong by cash or Visa credit card.

**1. Basic Package:**

**Rechargeable Prepaid SIM Card** – you may purchase Rechargeable Prepaid SIM card package from Trident at HK\$100 for 100 minutes or HK\$200 for 200 minutes.

**Mobile Handset Rental** – you may also rent a mobile handset from Trident at a rate of HK\$50 per day per handset or HK\$200 per week per handset. A deposit of HK\$500 is required per mobile rental. If the handset is not returned within the date specified in the mobile rental agreement, the handset will be deemed to have been purchased and the deposit of HK\$500 will be taken as the purchase price.

**Sample:**

	<p>Motorola C117 Performance Features Standby time: up to 300 hours Talk time: up to 7 hours Bands: Dual Band GSM 900/1800 English/Chinese Input Features</p>		<p>Motorola C115 Performance Features Standby Time: up to 300 hours Talk time: up to 7 hours Standard Battery: 920 mAH Lilon Bands: GSM 900/1800 English Text Only</p>
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**A list of handset model can be provided upon request.**

**2. Recharge Card:**

You may recharge your Rechargeable Prepaid SIM Card by purchasing a Recharge card from Trident at HK\$50.

**3. Delivery:**

Rechargeable Prepaid SIM Card, handset and Recharge Card will be collected by you at the Trident booth at the entrance of the exhibitions or delivered to your booth in the exhibitions free of delivery charge. However, delivery to local hotels will be charged at HK\$100 per phone set per trip.

**Remarks:**

1. You may make IDD calls via the Rechargeable Prepaid SIM Card and handset at competitive rates prescribed in our list available upon request.
2. You may use your own handset with Trident Rechargeable Prepaid SIM Card but please note that our services are provided via GSM network, hence handset of other systems will not be compatible.

**FORM 12**

**MOBILE PHONE RENTAL**

<p><b>Form to be returned before September 15, 2006</b></p> <p>To: <b>Ms. Carol Lee</b>  <b>Trident Telecom Ventures Ltd.</b>  Unit 1004, 10/F AXA Center, 151 Gloucester Road, Wanchai, Hong Kong  Phone: (852) 2121-1801; Fax: (852) 2121-1810; Email: reservation@ttv.com.hk</p>
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**I Rechargeable Prepaid SIM Cards**

Item	Service	Unit Cost (HKD)	Qty	Amount (HKD)
01	Rechargeable Prepaid SIM Cards	100		
02	Rechargeable Prepaid SIM Cards	200		

**II Handset Daily Rental**

Item	Service	Unit Cost (HKD)	From dd-mm-yy	To dd-mm-yy	Amount (HKD)
01	Handset Daily Rental	HK\$50 per day per handset			

**III Handset Weekly Rental**

Item	Service	Unit Cost (HKD)	From dd-mm-yy	To dd-mm-yy	Amount (HKD)
01	Handset One Week Rental	HK\$200 per week per handset			

**IV Recharge Card**

Item	Service	Unit Cost (HKD)	Qty	Amount (HKD)
01	Recharge Card	50 each		

<b>Total:</b>	
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**Payment at Order:** No order will be taken into consideration if total payment is not included

<p>Exhibiting Company: _____ Booth/Kiosk Number : _____</p> <p>Surname: _____ Given Name: _____</p> <p>Address _____</p> <p>_____</p> <p>Fax Number: _____ Tel Number: _____ Email: _____</p> <p><b>Delivery Method:</b></p> <p><input type="checkbox"/> Self Collect at Trident Service Counter</p> <p><input type="checkbox"/> Deliver to Booth/Kiosk no. _____</p> <p><input type="checkbox"/> Deliver to Hotel in Hong Kong, HK\$100 per phone set per trip will be charged.  Please provide the hotel name and address: _____</p> <p>_____</p> <p>Service Starting Date / Arrival Date in Hong Kong: _____</p>
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